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US 0115-70

14 April 1970

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records I, #6-70

STUDENT BODY

1. Twenty-three students attended the course, seventeen of whom were CSCTs. The rest, with the exception of one student from NE/INC, were from SB/BIO. Their grades ranged from GS-04 through GS-12 (average, GS-08) and their length of service from six months through seven years (average, 2.4 years). There were four cancellations before the course began. One CSCT, [REDACTED] was excused from this running by agreement with the CT Office. He will be picked up at a later session. 25X1A

2. This was the first class in which only one half of the CT group would continue into CS Records II, while the other half went to assignments in DDI and DDS. The latter group will take CS Records II during the week of 29 June, just prior to their interim assignments with the CS.

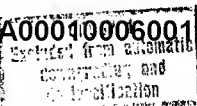
COURSE CONTENT AND CONDUCT

3. As usual with CT groups, this course was run in two full days instead of three days part time. Otherwise there were no changes.

SPEAKERS

4. [REDACTED] gave an excellent introductory talk. His emphasis on judgement as the antidote to indiscriminate collection of facts not only put the early history of our records system into perspective, 25X1A

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25X1A but also provided invaluable leads to subsequent discussion in Records II. This was [REDACTED] second appearance as a keynote speaker.

25X1A 5. All other speakers were our regular representatives. [REDACTED] whose time was somewhat increased in this running, demonstrated a new high-speed microfilm reader which is now being used in RID, SB, and CI/R&A.

### STUDENT CRITIQUES

6. Please see the report of CS Records II #7-70.

### CHIEF INSTRUCTOR's COMMENT

7. The course went smoothly, barring a minor schedule adjustment for a guest speaker with an unforeseen conflict. The CTs had rather more trouble than usual with Agency jargon, since the SB contingent had both field and headquarters experience, while the CTs were mostly limited to what they could pick up in OFC. The instructors could and did modify their own presentations, but the questions and comments from the SB students required translation and explanations during the breaks.

8. This was the first class to be held in the refurbished 1A-07. It is a delightful change for the better.

[REDACTED]

25X1A

Chief Instructor

### Attachments

- A. Course Schedule
- B. Student Roster

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment